



**AGENCY OF TRANSPORTATION
PROGRAM DEVELOPMENT DIVISION
Procedures Manual**

PDD Procedure (PDDP) #9

Date: March 19, 2013

Subject: Access Management Design Exceptions

Background:

Proper application of design criteria is essential to ensure a safe and durable transportation system especially along our highway corridors with multiple users. Creativity, flexibility and ingenuity are often called for when attempting to meet various design criteria, including the Vermont Agency of Transportation Access Management Program Guidelines (Guidance). Due to the many constraints that may be placed on a project such as topographic, economic, environmental, historic/archaeological or social, the designer in certain circumstances will need to alter one or more of the design criteria, such that they no longer meet the Guidance.

When the design of a project cannot meet all requirements set forth in the Guidance or other design guidance documents the process as set forth in this Procedure shall be followed. This Procedure is applicable to all projects that trigger the need of a Section 1111 permit and administered by the Utilities & Permits Unit within the Program Development Division.

It is expected that the Utilities & Permits Unit (Unit) will continue to administer Section 1111 applications and work with the associated private designers in the same manner as has been practiced prior to the execution of the procedure. The Guidance will be followed and flexibility exercised where deemed appropriate by the Unit. In those instances that the applicant wishes to have a design exception reviewed that is not approved by the Unit the applicant has the option of exercising this procedure.

Procedure:

A designer or other interested party who believes that a design exception is warranted shall clearly document/justify the reason(s) for the exception. The documentation shall include the following items as applicable:

1. A statement as to the specific design standard or feature for which a design exception is being requested and a discussion of each proposed substandard feature within the project limits.
2. The significant reason(s) why the cited standard or guidance cannot be achieved.
3. A statement that a review of all crash data and other relevant safety information has

been reviewed to determine crash patterns and/or concerns. This shall include documentation of all potential safety countermeasures considered for mitigation. In the event the applicant has not retained the services of a traffic engineer the HS&D Section may generate the required statement.

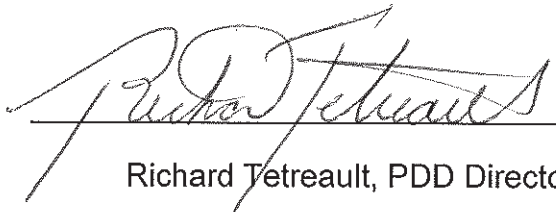
4. Estimated costs to construct to the standard/guidance and to the proposed design. (If available)

5 A statement of recommended action, including other mitigating features as appropriate.

All requests for design exceptions shall be forwarded to the Assistant Director of Program Development by the Chief of Right of Way & Utilities. The Assistant Director will review the submittal and gather any additional information needed to make a determination of merit. This will include whether or not a meeting with managers from other Divisions needs to be convened prior to submitting a recommendation to the Director of Program Development. Other entities the Assistant Director needs to consider when hosting a meeting is whether or not the design detail in question would have relevance to the Town, FHWA, or RPC. If so, their representative shall be invited to the meeting as well.

The determination of the Assistant Director shall be forwarded to the Director of Project Development for review and approval.

Approved:



Richard Tetreault, PDD Director

Date: 3-19-13